

## 2LT to 1LT OFFICER PROMOTION CHECKLIST

**\* Must have 2 years Time in Grade (TIG) to be eligible**

**- If OBC is completed by TIG, orders will be effective at TIG & can be loaded in GKO prior to eligibility**

**- If OBC will be completed after TIG, orders will be effective upon completion of OBC**

**\* Can be double-slotted and coded YYYY or 9993**

Name/Rank \_\_\_\_\_

Unit: \_\_\_\_\_ AGR (Yes/No)

Branch: \_\_\_\_\_ **Branch Transfer Needed (Yes/No)**

**- If yes, need OPAR from unit signed by officer**

\_\_\_\_\_ **Letter of Recommendation (LOR)**

**\*\* BN letter must be in the format located on O-branch website**

\_\_\_\_\_ **DA Form 4856E** – required if no degree; Officer must be counseled regarding degree requirement for promotion to CPT

\_\_\_\_\_ **Degree Completion Plan** – required if no degree (format on O-branch website)

\_\_\_\_\_ **Highest Military Education – OBC or CCC course equivalent**

**\*\* copy of 1059 is required and must be current on PQR**

\_\_\_\_\_ **DA 7349-R Annual Medical Certificate**

**\*\* required if physical is over 1 yr old; must be signed by medic or PA**

\_\_\_\_\_ **Personnel Qualification Record (PQR)**

**\*\* must be updated w/ the following information before reaching State level**

**\*\* the following documents are no longer required in the packet as long as the PQR is current; however, if SIDPERS is unable to update the PQR, the supporting document must be submitted**

**Civilian Education** – can only be updated w/ Official transcripts

**Security Clearance:** w/in 10 yrs or interim w/in 6 months

**Current Physical:** must be w/in 5 years of promotion date

**Current APFT:** must be w/in 1 year of promotion date

**J1-PO (Officer Branch) includes:**

\_\_\_\_\_ **Initial Fed Rec verified in iPERMS**

\_\_\_\_\_ **NGB Form 89 w/ endorsements** (only if branch transfer is after OBC and during promotion)

\_\_\_\_\_ **State Promotion Order**